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GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D.C. 20540

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Mail Service Regulation

1. Attached is a proposed regulation covering the Agency mail service.

2. At the present time there is no Agency regulation governing the activities of the [redacted] Because of the varied and numerous problems present in the processing of mail and the fact that the mail service affects the entire Agency, it is important that a regulation setting forth the authority, policies, responsibilities and procedures be issued.

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3. The proposed regulation rescinds Notices [redacted] both of which were originated by this office. It also rescinds Regulation [redacted] the provisions of which have been incorporated into this regulation.

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4. Since all of the activities involved are primarily the concern of this office, coordination of this regulation with other offices has not been effected. It is believed that the proposed regulation should be coordinated with most of the offices of the Agency, particularly the Office of the Comptroller and the Security Office.

5. Questions on the proposed regulation may be referred to Mr. [redacted] of this office on Extension [redacted]

STAT

[redacted]  
Chief, General Services Office

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GSO/RSD/PKK:pj (19 January 1954)

## Distribution:

Orig & 2 - Addressee  
2 - GSO

15 Feb.  
~~Turned from proposed~~  
~~these regulations to~~  
These proposed regulations  
turned over to U.S. White House  
Logistics Office today following  
a meeting attended by [redacted]

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